



# **Cooperative Driver Testing Program (CDTP)**

**By:**

**Montana Department of Justice  
Motor Vehicle Division  
Driver License Bureau**

**In consultation with:**

**Montana Office of Public Instruction  
Traffic Education Unit**

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## **COOPERATIVE DRIVER TESTING PROGRAM (CDTP)**

Montana's 53<sup>rd</sup> 1993 Legislative Assembly amended HB 2 to read as follows:

“The Department (Justice) shall prepare a plan by July 1, 1994, in consultation with the Superintendent of Public Instruction, to have driver license examinations of students conducted, under the supervision and direction of the Department (Justice), by local school district staff of traffic education programs administered by the Superintendent of Public Instruction.”

This plan is to be presented to the legislative audit committee.

Montana's 54<sup>th</sup> 1995 Legislative Assembly passed HB248 which officially creates the Cooperative Driver Testing Program (CDTP). MCA 61-5-110 was amended to authorize certified cooperative driver testing program staff to administer the Department of Justice's knowledge and road tests. Only state-approved high school traffic education programs offered by, or in cooperation with, a school district that employs an approved instructor who has current endorsement from the Superintendent of Public Instruction, as a teacher of traffic education, and who agrees to comply with regulations of the Department of Justice and the Office of Public Instruction can be certified.

# PARTICIPATION CHECKLIST

This checklist is provided as a quick reference tool. Be sure to thoroughly read and comply with all instructions in this manual.

1. Once you have completed training, to participate as a CDTP instructor you must:
  - a. Complete and submit forms:
    - i. 26-0100 School District Intent to Participate
    - ii. 26-0200 Instructor Compliance Affidavit**Forms are available on the TEDRS website for your use.** Sample forms are provided for your reference in this manual.
  - b. Submit completed forms to Tammy Stefanik:
    - Mail: DOJ-MVD, Driver License Bureau  
302 N. Roberts  
Helena, MT 59620
    - Email\*: [tstefanik@mt.gov](mailto:tstefanik@mt.gov)
    - Fax\*: 406-444-2086
      - \*Completed forms can initially be submitted by email or fax, but the originals must still be mailed to the Driver License Bureau.
2. Students must be 14 ½ to participate in CDTP.
3. Applications must be completed in black ink **and the parental signature must be witnessed** and notarized by a Notary Public, the driver education instructor, or DLB staff.
4. **Any medical questions answered “Yes:”** student may participate in class, but be referred to the Driver License Bureau for testing.
5. **Once the knowledge test has been given and TELL issued,** the student application **along with TE03 and TE04 participation lists** must be turned in to the Driver License Bureau **within three days**.
6. **Once class is completed,** form 21-1800 CDTP Test Results (for students that are being waived from taking the road test with the DLB) must be turned in to the DLB **along with the TE03 and TE04 completion lists**.

## REASONS TO CERTIFY THE DOJ DRIVER LICENSE TEST

**High School Traffic Education Students** represent 32 percent of the original license tests administered annually by the Montana Department of Justice, Motor Vehicle Division, Driver License Bureau. Approximately 49,100 original licenses are issued annually.

**Several states** now offer some form of certification of driver exams using traffic education teachers.

### Positive reasons for this approach:

- **Reward youthful, educated drivers**
- **Improves service** to the public because less time is spent administering driver examinations at the driver services facility (**saves money**)
- **Provides an incentive** for students to take traffic education more seriously
- **Offers a more standardized approach** to high school traffic education assessment rules
- Makes **traffic education a more critical component** of Montana's educational system
- Leads to more consistent traffic education **outcomes**
- Provides the opportunity to **raise the level of testing** during the driving exam
- **May increase demand** for high school traffic education (Presently, 87 percent of eligible students take traffic education)

### Drawbacks:

- **More responsibility** placed on the schools
- **Additional school time and expenses** may be needed to administer driver exams
- Teachers may fear the **implied accountability and associated liability** when they, in essence, certify a young person to have their drive test waived
- The **check and balance** system of the schools and licensing agency **may be compromised**
- **Community and parent pressure** may be placed upon the traffic education teacher to **pass students**
- **Sends signal** that the **main purpose** of traffic education is **to get a driver license**

**Prior to Illinois joining the Waiver Movement**, the Secretary of State studied the driving examination histories and subsequent driving records of traffic education graduates.

### Four conclusions were reached:

1. Graduates of high school traffic education programs exhibit great success in passing the driver exam.
2. The driver exam prevents only a small percentage of graduates from obtaining their driver license.
3. The vast majority of high school traffic education graduates are generally not multiple offenders.
4. Driver tests are not designed to screen the most common traffic violations committed by high school traffic education graduates.

### Illinois' conclusion was:

The best judge of a driver's ability is the authority figure who spends the most time observing them:

**THE TRAFFIC EDUCATION INSTRUCTOR.**

## **SAMPLE LETTER TO SCHOOL SUPERINTENDENT**

Superintendent  
Helena Public Schools  
P.O. Box 5417  
Helena, MT 59601

Dear Superintendent:

I am pleased to invite your school district to participate in the Department of Justice/Office of Public Instruction Cooperative Driver Testing Program (CDTP). This program is designed to establish a partnership between school districts and the Motor Vehicle Division of the Department of Justice.

Highlights of the program include:

- Traffic Education Instructors can certify to have portions of the Montana Driver License test waived if students pass the CDTP knowledge and driving tests included in their driving course.
- Participation is open only to those offering Office of Public Instruction-approved courses.
- Students are more motivated to participate in high school traffic education.
- Successful completion of the CDTP will expedite the licensing process, resulting in less school and work time lost by students and their parents. Parental (responsible adult) consent will still be necessary for students to receive a Montana driver license.

The Cooperative Driver Testing Program promises benefits to all. I encourage your school district to participate and look forward to working with you.

If you have any questions, please do not hesitate to contact Kristine Thatcher, Driver License Bureau Chief at 444-1778; Tammy Stefanik, Driver License Bureau Program Supervisor at 444-1779; Fran Penner-Ray, Driver Education Director, Office of Public Instruction at 444-4432; or myself at 444-0295.

Sincerely,

Brenda Nordlund, Administrator  
Motor Vehicle Division  
Department of Justice

## **ABOUT THE PROGRAM**

**Montana's Cooperative Driver Testing Program (CDTP)** is designed to enhance high school traffic education as well as to improve the Department of Justice, Motor Vehicle Division's (MVD) Driver License Bureau (DLB) and the Office of Public Instruction (OPI) service to the public. Students participating in high school traffic education courses approved by the OPI/DOJ may qualify to have their licensing test waived if they meet CDTP uniform course standards.

### **Program Requirements**

1. The CDTP is available only to schools offering state-approved high school traffic education courses through the MVD/OPI. Participation is voluntary.
2. Instructors must have current approval as a Teacher of Traffic Education issued by OPI.
3. Instructors will administer the CDTP knowledge and road tests as part of the course.
4. The MVD will monitor the program by conducting random checks of students who have been certified to have their driving test waived. These spot checks may require the student to demonstrate his or her ability to pass the road test.

### **Student Benefits**

1. Students who score at least 82 percent on the DLB driver license knowledge test will not be retested at the exam station.
2. Students who score at least 8 on the DLB driver license road test and are judged competent by the traffic education instructor will be certified to have their test waived. However, a percentage of all students will be retested at the exam station.
3. If students qualify to have one or both of their licensing tests certified to be waived, the instructor will notify the DLB and the students will simply go to a driver licensing station, fill out the proper paperwork, pass the vision screening, pay the appropriate fees, and have their photos taken.

Those who have only one of the tests certified will have to take the other test when applying for their license at the exam station.

# PROGRAM PROCEDURES

## Students Eligible to Participate

Students enrolled in the high school traffic education class may qualify to receive CDTP credit for the MVD DLB knowledge and/or road tests required for a Class D TELL or a Class D license. The students must be currently enrolled in an Office of Public Instruction (OPI) approved course in order to participate. To receive credit for the knowledge test, students must have completed a number of required components of your course. To receive credit for the road test, they must complete the entire course.

## Student Outcome

If a student passes the knowledge test before the class is completed (either with CDTP instructor or at an MVD exam station), passes the driving skills test, meets the minimum age requirement, and successfully completes the entire course, the corresponding MVD test will be certified.

Students must also follow and fulfill the Graduated Driver Licensing (GDL) requirements before obtaining the driver license. GDL requirements can be found on the MVD website at:

<https://doj.mt.gov/driving/driver-licensing/>

Students not qualifying under the MVD test standards will need to retest at a driver exam station.

Because knowledge and road tests are just two of the factors that must be considered when a license is issued, it is important for everyone to understand that students may pass both the knowledge and road tests yet still not be a safe, responsible driver.

**The tests indicated below by asterisks (\*) are the MVD tests a teacher can certify.** In addition to meeting technical eligibility requirements such as establishing proof of identity and obtaining written consent from parents, the minimum requirements for a Class D permit and license are as follows:

- **Class D TELL (Traffic Education Learner License)**

Minimum age is 14½

Vision

Knowledge\*

- **Class D Instruction Permit (Learner License)**

Minimum age is 15 upon course completion

Course must be completed

Vision

Knowledge\*

- **Class D Restricted Driver License (Restriction is one year from date of issuance or when reaches age 18)**

Minimum age is 15 upon course completion

Vision

Knowledge\*

Driving\*

Has completed GDL requirements

Parent certifies GDL requirement completion



- GDL requirements are:
  1. Minimum six months permit holding period. The counting of the six months begins when the TEP is issued.
  2. During this six months, the student must complete 50 hours of **supervised driving (at least 10 hours must be at night)** by a licensed parent/guardian for those holding a TELL permit.

If the student is 15 or turns 15 and has successfully completed the CDTP course, they may transfer their TELL to an Instruction Permit (learner license) at an exam station and then complete the 50-hour requirement with a licensed driver age 18 or older approved by their parent/guardian.
  3. No traffic or alcohol/drug citations.

The TELL or Instruction Permit (if upgraded) is **valid for one year** from the date the student passes the knowledge test.

**\*Note: If the student does not successfully pass the knowledge test while the CDTP course is being taught, all aspects of the test must be taken over and the permit holding phase requirement also starts over.**

## **CDTP Testing Requirements**

As part of the regular high school traffic education course, teachers administer a variety of knowledge and road tests. The grades issued for course completion may be based upon a combination of such tests, as well as attendance, participation, etc.

For the purpose of the CDTP, only two tests are considered:

### **1. The MVD Knowledge Test** (may be given orally by CDTP instructor only)

To pass the knowledge test, students must answer 82 percent of the questions correctly. This test must be administered at the appropriate times, in a supervised setting (no take-home test), and records must be maintained in a secure location.

#### **TELL Permit**

Instructors certified by the MVD under the CDTP can directly issue a Traffic Education Learner License (TELL) to students who are at least 14½ years of age, have passed the DOJ/MVD knowledge test, and are successfully participating in an OPI/DOJ-approved high school traffic education course.

The TELL allows the student to practice driving only when accompanied by an approved instructor or licensed parent or guardian riding in the front seat of the vehicle next to the student. The TELL is valid for one year from the date the test is passed.

**No student should be permitted to drive  
unless they have successfully passed  
the required visual screening.**

### **2. The MVD Road Test**

The MVD road test must include the normal basic control skills used in everyday driving: left and right turn; handling traffic and a variety of roadway conditions; applying appropriate visual and perceptual skills; general attitude and driving behavior. The road test should be conducted in moderate to heavy traffic conditions and include basic driving maneuvers that will provide for an adequate assessment of the student's visual/perceptual, defensive, and manipulative driving skills.

**If, in your judgment, the student demonstrates safe driving competence with respect to both skills and judgment, you may PASS the student and certify that the MVD road test be waived.**

**If you feel the student needs further testing before being licensed, you should not certify the driving test. The student will then be examined by a MVD examiner.**

## **Certification Requirements**

As documentation that a student has passed the CDTP knowledge and/or road tests, you must complete certain sections of the OPI Student List (Form TE04) and sign the certification sections A and B of Form TE03. The following sections must be completed:

- (a) The student's full legal name as it appears on his or her birth certificate
- (b) Date of birth with month-day-year
- (c) Date course started
- (d) TEP issue date
- (e) Date course completed
- (f) Successful course completion status
- (g) If applicable, certification of the knowledge test
- (h) If applicable, certification of the road test

## **Record Requirements**

All CDTP student test scores must be maintained for a minimum of five years. This requirement is satisfied by keeping on file the school's copy of the OPI Student List form as well as their regular class rolls/grade books.

## **Auditing of the CDTP**

In order to maintain program integrity, from time to time a student who has been certified as waived from having to take the road test will be randomly selected for MVD testing. This means that driver license examiners, upon a predetermined schedule, may administer road tests to compare results with the schools. Except under the most extreme conditions, if a student has been certified as waived, the MVD will honor the school's waiver. The audit comparisons will be used to monitor the program as a whole and not to single out any individual student or instructor. However, if a pattern of discrepancies becomes apparent, the MVD and OPI will work with school personnel to resolve any problems.

The MVD and/or OPI may conduct periodic visits to randomly-selected classrooms in order to ensure minimum standards are maintained. The intent of the visit is to monitor, assess, and strengthen the CDTP effort as a whole.

## **QUESTIONS?**

**Kristine Thatcher, DLB Bureau Chief: 444-1778**  
**Tammy Stefanik, DLB Program Specialist: 444-1779**

## INSTRUCTOR REVIEW PROCEDURES

1. When a local driver license examiner observes or learns of an incident of noncompliance by a CDTP-qualified traffic education instructor, the examiner will communicate with the instructor to identify areas of noncompliance and offer information and assistance to correct the incident.
2. When an instructor does not follow the required procedures and policies of the CDTP and does not respond to the examiner's assistance as required in 1 above, the examiner will document the incident and report the same to the Chief of the Driver License Bureau (DLB) of the Department of Justice, Motor Vehicle Division in Helena.
3. The DLB Chief or the Chief's designee will review the incident reported by the examiner. If the Chief or Chief's designee believes that the incident warrants further investigation, the Chief or designee will direct the regional driver license examiner (Regional Manager) for the geographic area the CDTP is located in to conduct further investigation and review the documentation of the examiner and the paperwork submitted by the instructor (applications, TE04, etc.).
4. The Regional Manager will report his/her findings to the DLB Chief. The DLB Chief, in consultation with the OPI driver education director, will determine an appropriate course of action. If it is felt a meeting with the instructor is warranted, the DLB Chief will request the Regional Manager schedule a meeting with the instructor to review items in question and issues that need to be addressed. If it is felt the examiner has acted in error, the DLB Chief will request the Regional Manager provide additional assistance to the examiner.
5. If two or more incidents concerning one instructor are reported and an investigation establishes they are valid, the DLB Chief will notify the instructor that he/she must attend the next available CDTP training class.
6. If the instructor fails to comply or to respond with favorable improvement, upon consultation with the OPI driver education director the DLB Chief will revoke the instructor's CDTP approval status. The instructor may contest the revocation recommendation by filing a written objection to the action and request for hearing with the Motor Vehicle Division Administrator within 30 days of the date of the notice of revocation. The Administrator will appoint a hearing examiner to preside over a contested case hearing regarding the revocation recommendation and, following the hearing, submit a proposed decision to the Administrator, who will make the final determination in accordance with the requirements of the Montana Administrative Procedure Act.

## ITEMS THAT CONSTITUTE NONCOMPLIANCE (including, but not limited to):

1. The instructor does not appropriately guard the Department of Justice, Driver License Knowledge Test (DLKT) against theft, copying, or cheating due to one or more of the following:
  - The instructor does not store the DLKT in a secure location and manner (locked cabinet)
  - The instructor does not administer the DLKT in a supervised setting
  - The instructor does not administer the DLKT using appropriate security techniques
2. The instructor does not complete the Notice of Participation on the OPI Certification (TE03 - must be signed) and the Student List (TE04) and/or does not indicate with an "X" in the appropriate column those students who were successful and are to be waived from the requirement to take the DLKT at the driver exam station.
3. The instructor does not forward the Notice of Participation on the Certification and Student List and all driver license applications to the appropriate driver exam station **within three days**.
4. The instructor does not issue all students an appropriate permit:
  - Traffic Education Permit (TEP) – if the DLKT is not taken or successfully completed
  - Traffic Education Learner License permit (TELL) – if the DLKT is successfully completed

or
5. The instructor does not complete the Notice of Completion on the TE03 Certification and TE04 Student List and/or does not submit them to the appropriate driver exam station, along with the driving test documentation (form 21-1800), if the student is waived from the road test.
6. Driver exam office audit of students, to whom the instructor gave driving test waivers, indicate repeated driving violations and errors.
7. Driver license applications submitted by the CDTP instructor are incomplete or completed with errors.
8. Students report they are not receiving the hours of driving time required by law, and/or some of the driving performance training is not provided (e.g., the instructor did not teach parallel parking, or how to complete a legal left turn in various types of intersections).

{Prepared by the Montana Department of Justice in consultation with the Office of Public Instruction – November 2001}

## HOW TO PARTICIPATE

### TO APPLY

1. Complete form 26-0100 Intent to Participate
2. Complete form 26-0200 Instructor Compliance Affidavit
3. Successfully complete DOJ/OPI required training classes
4. Mail completed forms to:

Montana Department of Justice  
Motor Vehicle Division  
302 N. Roberts  
P.O. Box 201430  
Helena MT 59620-1430

**NEED AN APPLICATION OR HAVE QUESTIONS?**  
**CALL: 444-1778 or 444-1779**

The forms are located on the TEDRS website for your use. Sample forms are provided for your reference on the following pages.



# School District Intent to Participate in CDT

P.O. BOX 201430 Helena, MT 59620-1430 • Phone (406) 444-1778 or 444-1779 • Fax (406) 444-2080 • [doj.mt.gov/driving](http://doj.mt.gov/driving)

School District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

District Superintendent Name: \_\_\_\_\_

CDTP Contact Person Name: \_\_\_\_\_

Title: \_\_\_\_\_

CDTP Instructor Name: IF DIFFERENT THAN CDTP CONTACT PERSON (above) \_\_\_\_\_

Daytime Phone Number: (      ) \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax Number: (      ) \_\_\_\_\_

Mailing Address of CDTP Instructor: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

1. This school district offers Traffic Education courses as follows:

Fall Semester ☐ Spring Semester ☐ Summer Semester ☐

2. School districts **must** complete and submit this form 26-0100 School District Intent to Participate, and attach form 26-0200 CDTP Instructor Compliance Affidavit for **each** OPI-approved Traffic Education Instructor employed by your district.

I certify that our instructors have reviewed and will comply with the Cooperative Driver Testing Program (CDTP). I understand the Department of Justice/Office of Public Instruction may conduct random examinations and/or audits without prior notice, and that the DOJ reserves the right to cancel or suspend CDTP approval of an instructor and/or school district for noncompliance.

Signature of Responsible School Official \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Responsible School Official \_\_\_\_\_ Date \_\_\_\_\_

## Mail completed forms to:

Montana Department of Justice  
Motor Vehicle Division - DLB  
P.O. Box 201430  
Helena, MT 59620-1430

Note: You may fax forms to the number above; however, you must still mail the original document.

## Email questions to:

Kristine Thatcher, Bureau Chief  
[KThatcher@mt.gov](mailto:KThatcher@mt.gov)  
Or  
Tammy Stefanik, Program Supervisor  
[TStefanik@mt.gov](mailto:TStefanik@mt.gov)



## CDTP Instructor Compliance Affidavit

P.O. Box 201430 Helena, MT 59620-1430 • Phone (406) 444-1778 or 444-1779 • Fax (406) 444-2080 • [doj.mt.gov/driving](http://doj.mt.gov/driving)

I am currently employed as a high school Traffic Education Instructor by the school listed below\*, and agree to comply with the provisions of the Cooperative Driver Testing Program (CDTP). I agree to the following:

1. **Periodically review the CDTP procedures** outlined by the Montana Department of Justice (DOJ) and the Office of Public Instruction (OPI).
2. **Administer the DOJ tests** only to students actively enrolled in an OPI-approved high school Traffic Education Course.
3. **Certify the waiver of the knowledge test** based on a student correctly answering 82% of the test questions contained in the DOJ knowledge test. Testing will be administered: (a) in written form; and, (b) in a supervised setting. The DOJ knowledge test will not be used for a study guide or quizzes.
4. **Certify the waiver of the driving test** only for students who demonstrate skills and judgment sufficient for responsible safe driving and only for those students who have successfully completed the course.
5. **Administer a vision screening test** verifying that a student's visual acuity is at least 20/40 in both eyes.
6. **Maintain the records of the DOJ "tests" and OPI "student list" forms** in a secure location for a minimum period of five years.
7. **Submit to the DOJ, on the OPI "student list" form (TE04),** the names of all students certified to be waived from the DOJ test(s).
8. **Adhere to the current OPI curriculum guidelines.**

I understand that failure to meet the above criteria may disqualify me from program participation. I further understand that the school CDTP contact person will be notified in writing of program approval or disapproval.

Signature of Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

School District Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Mail completed forms to:

Montana Department of Justice  
Motor Vehicle Division - DLB  
P.O. Box 201430  
Helena, MT 59620-1430

Note: You may fax forms to the number above; however, you must still mail the original document.

### Email questions to:

Kristine Thatcher, Bureau Chief  
[KThatcher@mt.gov](mailto:KThatcher@mt.gov)  
Or  
Tammy Stefanik, Program Supervisor  
[TStefanik@mt.gov](mailto:TStefanik@mt.gov)

**\*Note:** If you intend to instruct classes for more than one school district, this form must be completed for each individual school district.



# INSTRUCTIONS FOR CDTF

## THE APPLICATION FORM

Once the applicant has filled out the application (form 21-1400A), go over each field to see if the proper information was entered. **This application MUST BE COMPLETED IN BLACK INK.** If the notary section is completed, blue or black ink is acceptable in that section.

### SECTION I

Legal Last Name		Legal First Name		Legal Middle Name		Suffix ( <i>Jr., Sr., 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup></i> )	
Date of Birth (mm/dd/yyyy)	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	Eye Color	Weight	Height	Hair Color	Are you a Montana Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No	County #
Current Mailing Address (Print on License/ID? <input type="checkbox"/> Yes <input type="checkbox"/> No)			City			State	Zip Code
Current Residential Address (Print on License/ID? <input type="checkbox"/> Yes <input type="checkbox"/> No)			City			State	Zip Code
Are you a United States Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Place of Birth: City		State/Province/Country				
Driver License/ID Card Number		State	Social Security Number			Current Daytime Phone Number (     )	

**Applicant's Name:** The full legal name must be recorded as shown on proper identification documents. On the backside of application (Documents Reviewed) indicate type of identification document presented [birth certificate (BC), passport (PP), Montana Identification Card (MTID), etc.].

**Stress to students that they must bring their *certified birth certificate* (issued by the county or state they were born in) to the exam station. *This is required for licensure.* Photocopies are NOT accepted at the driver exam station.**

**Social Security Number:** It is not mandatory that you record the applicant's social security number because it will be checked at the driver exam station. If you do record it, verify the number from the applicant's social security card and put a "Y" after the number to show you verified it. If taken verbally or it is already on the application but you don't see the card, DO NOT put a "Y."

***Their social security card or another acceptable form of identification along with their certified birth certificate must be presented at the time of licensure. Photocopies are NOT accepted.*** (Acceptable identification documents are listed in the Driver Manual and on the MVD website at [doj.mt.gov/driving](http://doj.mt.gov/driving) > [Required Documents](#).)

**Date of Birth:** Date of birth must match with the DOB listed on the document used for identification. If it does not, refer the applicant to the licensing station.

**Do not proceed if applicant is not 14½ years of age.**

#### Applicant Description:

- Sex – put an "X" in appropriate box to indicate sex
- Eye Color – enter actual color (blue, brown, etc.); be sure it doesn't just show "B"
- Hair Color – enter natural color (black, brown, blond, red, etc.)
- Weight – weight in pounds (120, 165, etc.)
- Height – enter in feet and inches (5'6", 6'0", etc.)

**Montana Resident:** Appropriate box needs to be marked to indicate if student is currently a Montana resident or not.

**Current Mailing Address:** Enter the full Montana mailing address.

**Current Residency Address:** Enter only if different than the mailing address or if the mailing address is a P.O. box or rural route (for emergency contact location). ***Proof of residency will be required at time of licensure.*** (Acceptable proof of residency is listed in the Driver Manual and on the MVD website at [doj.mt.gov/driving](http://doj.mt.gov/driving) > [Required Documents](#))

**United States Citizenship and Place of Birth:** Complete as accurately as possible.

## SECTION II

### CHECK THE TYPE OF DOCUMENT YOU ARE APPLYING FOR:

☐ Driver License    ☐ Motorcycle Endorsement    ☐ Replacement License

**Type of document applying for:** "Driver License" box should be marked for traffic education students.

## SECTION III

### DRIVER LICENSE APPLICANT:

1. In the past 10 years, have you held a valid driver license or commercial driver license from any jurisdiction (state) other than Montana? If yes, list all states: \_\_\_\_\_ ☐ Yes    ☐ No
2. Do you have a current, pending, or previous suspension, revocation, cancellation, disqualification, or withdrawal of your driver license or privilege to drive by the State of Montana or by another state or jurisdiction? \_\_\_\_\_ ☐ Yes    ☐ No
3. Do you suffer from any chronic or potentially chronic condition that may cause a loss of consciousness or control? \_\_\_\_\_ ☐ Yes    ☐ No
4. Do you have any physical or mental condition that impairs or may impair your ability to exercise ordinary and reasonable control in the safe operation of a motor vehicle on the highway? \_\_\_\_\_ ☐ Yes    ☐ No
5. Do you rely on any adaptive equipment or operational restrictions to attain the ability to exercise ordinary and reasonable control in the safe operation of a motor vehicle on the highway? \_\_\_\_\_ ☐ Yes    ☐ No

All questions in Section III must be answered by marking appropriate box\* with an "X."

**\*If any questions are marked "yes" other than the first question, do not process the student and send them to the exam station for testing. The student may still participate in the program, but must test at an exam station. This includes medical conditions. If you know a student has a medical condition, refer them to the driver exam station so the appropriate forms and guidance can be provided.**

## SECTION IV

Not required to be completed.

## SECTION V

**MINOR APPLICANT:** I certify under penalty of law that the above information and answers are true and correct. I understand that any false or misleading statement on my application may result in criminal prosecution, cancellation of any license or card issued and/or my disqualification for a period of 60 days.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Applicant must sign and date application. The above statement is an "unsworn falsification to authorities" and eliminates the need for a notary for the applicant's signature.

**Be advised that your license will be cancelled if the information on this application is incorrect or incomplete.**

This lower portion of form 21-1400A must be filled out if applicant is less than 18 years of age:

## SECTION VI

### **PARENTAL CONSENT FOR A MINOR (Must be signed in front of a notary or MVD employee):**

I certify that as a (circle one) parent, legal guardian, or responsible adult of the above-named minor applicant, I consent to the issuance of a driver license to the minor applicant and assume obligation imposed under Montana Code Annotated 61-5-108.

Signature:

Date:

Driver License #  
or Printed Name:

**A parent must sign unless they are unavailable.** A parent is considered unavailable if:

- They reside in another state
- They are hospitalized with extended illness
- They are incarcerated

A stepparent may sign if they legally adopted the child.

**This portion of the form must be signed in the presence of a notary or authorized department employee and recorded in Section VI:**

## SECTION VII

### **NOTARIZATION OR VERIFICATION OF PARENT SIGNATURE:**

Parent signature verified before me on:

Signature of MVD staff or CDTP instructor:

State of

County of

Signed before me on  
(date)

Notary Stamp/Seal

by (clearly print name of parent signing form)

Notary signature

**The traffic education instructor is considered an authorized department employee and can verify a parent's signature.** The instructor must complete the following:

- Date parent's signature was verified
- Signature of traffic education instructor
- Printed name of instructor with "TEI" (Traffic Education Instructor) written after name

**IF NO PARENTAL SIGNATURE APPEARS,  
THE APPLICANT MUST BE PROCESSED AT THE EXAM STATION**

## RECORD OF EXAMINATION

<b>APPLYING FOR:</b> <input type="checkbox"/> Original <input type="checkbox"/> Replacement <input type="checkbox"/> Class D <input type="checkbox"/> Motorcycle Endorsement (MC)				<b>DL #:</b> _____	
<b>Date:</b> _____ <b>Fees Received:</b> _____		<b>Documents Reviewed:</b> <b>Auth. Presence Doc:</b> _____ <b>Primary ID Doc:</b> _____ <input type="checkbox"/> PDPS <input type="checkbox"/> CDLIS <b>Secondary ID Doc:</b> _____ <input type="checkbox"/> SSOLV <input type="checkbox"/> SAVE <b>CDTP Inst. ID Doc:</b> _____			
<b>Rcpt #:</b> _____ <b>Special handling:</b> _____					
<b>VISION TEST:</b>		<b>Left</b> Without Glasses 20 / With Glasses / Contacts 20 /	<b>Both Eyes</b> 20 / 20 /	<b>Right</b> 20 / 20 /	<b>Color Perception</b> <input type="checkbox"/> Present <input type="checkbox"/> Absent <b>Depth</b> <input type="checkbox"/>
<b>HEARING TEST:</b> <input type="checkbox"/> Pass <input type="checkbox"/> Fail <input type="checkbox"/> Check if wearing hearing aid			<b>General Physical Condition:</b>		

**Special handling:** Note here if test is given orally.

**CDTP Inst. ID Doc. (identification document presented):** Indicate the type of identification document presented. Birth certificate (BC), passport (PP), Montana Identification Card (MTID), etc.

**Vision Test:** CDTP instructor or school nurse to use Snellen Eye Chart (see last page of manual for ordering information)

- **Circle either Without Glasses, With Glasses, or Contacts**, whichever is appropriate.
- **The three parts of the vision test** must be recorded in this part of the form: LEFT, RIGHT, and BOTH EYES together. Enter "P" for pass or "F" for fail.
- **Use the WITHOUT GLASSES** line if the applicant does not wear glasses or contacts or if they take off their glasses to take the test (their vision may not be bad enough to require corrective lenses).
- **Use the WITH GLASSES/CONTACTS** line if the applicant was tested with either glasses or contacts. Will need to be restricted to Corrective Lenses (see Restrictions area).
- **If applicant passes with only one eye**, mark "P" for pass in that area and "F" for fail in the appropriate area.
- **If applicant passes the vision test with one eye but fails with the other eye**, they can still be issued a TELL if they pass using both eyes together. Those applicants must then be restricted to LEFT OUTSIDE MIRROR (see Restrictions area).
- **If the applicant fails the vision screening**, DO NOT ISSUE ANY TYPE OF PERMIT; instead, refer them to the exam station.

**NOTE:** A student may still be allowed to take the knowledge test if the vision screening is unsuccessful, but will not be issued a TELL; instead, refer them to the exam station.

**Hearing Test:** If applicant is wearing a hearing aid or has poor hearing, they must be restricted to LEFT OUTSIDE MIRROR (see Restrictions area).

**General Physical Condition:** If applicant's physical condition appears normal, list it here as GOOD.

List any physical impairment (missing fingers or limbs) **and do not waive applicant from skills test** (must be tested by MVD examiner).

## ADMINISTERING THE KNOWLEDGE TEST

### Instructing the Applicant

Issue the student one of the knowledge tests (CDTP-1 through CDTP-5). The following procedures must be followed when taking the knowledge test. Instruct the applicant:

- Select only one answer by marking an "X" on the answer sheet
- Sign the answer sheet
- No talking permitted
- No use of books, notes, or electronic devices (e.g., cell phones, etc.)
- When finished, give the test and the answer sheet to the instructor

### Grading the Knowledge Test

- Use RED ink to mark INCORRECT answers
- Using the test overlay, mark any answer that is not correct
- Do not mark the question if it is answered correctly
- Students are allowed to miss six questions and pass. Each question is worth three points (82% required to pass).
- You may allow the student to review their test in your presence, but **YOU MUST RETAIN THE TEST.**

### Knowledge Testing Results

Record knowledge test results:

- Date – date of exam
- Type – mark "DL" box with an "X"
- Examiner - instructor's last name and school
- Type/Score –
  - Mark Paper box with an "X"
  - Write **passing** score in BLACK ink (82% or above) or **failing** score in RED ink (anything below 82%)
  - Record test number used (CDTP1-CDTP5)

DRIVER LICENSE (Class D) or MOTORCYCLE (MC): Knowledge Testing Results									
	Date:	Type:	Examiner:	Set # /Score:		Date:	Type:	Examiner:	Set # /Score:
1		<input type="checkbox"/> DL <input type="checkbox"/> MC		<input type="checkbox"/> Auto <input type="checkbox"/> Paper	4		<input type="checkbox"/> DL <input type="checkbox"/> MC		<input type="checkbox"/> Auto <input type="checkbox"/> Paper
2		<input type="checkbox"/> DL <input type="checkbox"/> MC		<input type="checkbox"/> Auto <input type="checkbox"/> Paper	5		<input type="checkbox"/> DL <input type="checkbox"/> MC		<input type="checkbox"/> Auto <input type="checkbox"/> Paper
3		<input type="checkbox"/> DL <input type="checkbox"/> MC		<input type="checkbox"/> Auto <input type="checkbox"/> Paper	6		<input type="checkbox"/> DL <input type="checkbox"/> MC		<input type="checkbox"/> Auto <input type="checkbox"/> Paper
<b>Permit Issued:</b> <input type="checkbox"/> Learner License <input type="checkbox"/> Traffic Education Learner License <input type="checkbox"/> Motorcycle Learner License									

If student fails knowledge test at school and takes second test at exam station, permit expiration date will be one year from the date the test was successfully passed.

The instructor will be allowed to give **NO** more than three knowledge tests. After three unsuccessful attempts, the student must report to an exam station and pay the appropriate fees to retest.

**Permit Issued:** If the knowledge test is passed by the applicant and a TELL is issued, mark an "X" in the Traffic Education Learner License box.

**Restrictions:** If applicant has any restrictions (e.g., Corrective Lenses, Left Outside Mirror, Hearing Aid), mark appropriate box.

<b>License / ID Issued:</b> <input type="checkbox"/> Driver License <input type="checkbox"/> MC Only	
<b>Endorsements:</b> <input type="checkbox"/> Motorcycle	
<b>Restrictions:</b> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> CL – Corrective Lenses</div> <div style="width: 33%;"><input type="checkbox"/> NW – No Inclement Weather</div> <div style="width: 33%;"><input type="checkbox"/> SC – To/From School</div> <div style="width: 33%;"><input type="checkbox"/> Other (specify):</div> <div style="width: 33%;"><input type="checkbox"/> LM – Left Outside Mirror</div> <div style="width: 33%;"><input type="checkbox"/> RS – 45-55 MPH</div> <div style="width: 33%;"><input type="checkbox"/> BU – To/From Bus</div> <div style="width: 33%;"><input type="checkbox"/> RL – First-Year Restricted</div> <div style="width: 33%;"><input type="checkbox"/> NI – No Interstate</div> <div style="width: 33%;"><input type="checkbox"/> RA – Restricted Area</div> <div style="width: 33%;"><input type="checkbox"/> DO – Daylight Only</div> <div style="width: 33%;"><input type="checkbox"/> AT – Automatic Transmission Only</div> <div style="width: 33%;"><input type="checkbox"/> EO – Essential Only</div> </div>	
<b>Examiner:</b>	<b>Date:</b>

DRIVING TEST:																																																
Vehicle License No.: _____ Insurance Exp.: _____ Condition: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor  Defective Equipment: _____  Location: _____				<b>Traffic Driving</b> Starting from curb _____ <input type="checkbox"/> Stop sign or light _____ <input type="checkbox"/> Stop line _____ <input type="checkbox"/> Judgment of distance _____ <input type="checkbox"/> Judgment of intersection _____ <input type="checkbox"/> Head check _____ <input type="checkbox"/> Correct lane _____ <input type="checkbox"/> Attention (signs-signals) _____ <input type="checkbox"/> Use of clutch _____ <input type="checkbox"/> Stalls Motor _____ <input type="checkbox"/> Right of way, ped. veh. _____ <input type="checkbox"/> Attention to driving _____ <input type="checkbox"/> Shifting ability _____ <input type="checkbox"/> Use of horn _____ <input type="checkbox"/>				<b>Skill Test</b> Backing _____ <input type="checkbox"/> Parallel Parking _____ <input type="checkbox"/> <hr style="border: 1px solid black;"/> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">Driving</th> <th style="width: 12.5%;">1<sup>st</sup></th> <th style="width: 12.5%;">2<sup>nd</sup></th> <th style="width: 12.5%;">3<sup>rd</sup></th> </tr> <tr> <td>Test Score</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Examiner</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Date</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Successful</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Unsuccessful</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>		Driving	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	Test Score				Examiner				Date				Successful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unsuccessful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
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Remarks or Restrictions: _____ _____ _____																																																


Mark any restrictions in the License/ID Issued section.  
 The Examiner and Date portions are to be completed by MVD staff upon license issuance.



## ISSUING THE TRAFFIC EDUCATION LEARNER LICENSE (TELL) PERMIT

Issue a TELL (MVD form 26-0301) when the student is successful on the knowledge test and the other requirements. TELL permits can be printed by CDTP-certified instructors from the OPI's Traffic Education Data & Reporting System (TEDRS).

**This permit is valid for one year from  
the date the knowledge test is successfully passed.**

	<b>State of Montana Traffic Education Learner's License (TELL) Permit</b>
Date: _____ Name: _____	
Address: _____	
City: _____ State: _____ Zip: _____	
Restrictions: _____ License: Class D	
DOB: _____ Sex: _____ Wt: _____ Ht: _____ Hair: _____ Eyes: _____	
Applicant's Signature: _____	
<b>Traffic Education Learner's License:</b> Good for the operation of a Class D vehicle only when accompanied by a licensed parent or driver education instructor occupying the seat beside the driver. Six months and 50 hours of supervised driving practice are required with 10 hours at night. After _____, you may apply for a First Year Restricted License at a driver exam station. Schedule your driving test online at <a href="http://www.doj.mt.gov/driving">www.doj.mt.gov/driving</a> or call 1-866-450-8034.	
<b>This TELL is valid for 1 year from the date the knowledge test was passed. Exp. Date:</b> _____	
Examiner / Instructor: _____	Station / School: _____ Date: _____
26-0301 (5/14)	

**Each line on form 26-0301 is to be completed with the following information:**

- **DATE:** Date the permit is issued
- **NAME:** Legal name of applicant, as recorded on the application
- **ADDRESS:** Full mailing address, including state and zip code
- **RESTRICTIONS:** If listed on the application, fill in here (e.g., left outside mirror, corrective lenses)
- **LICENSE CLASS D:** TELL permit
- **DOB:** Date of birth as recorded on the application
- **SEX:** Male or Female
- **WT:** Actual weight of student - 130, 118, etc.
- **HT:** Height of student in feet and inches - 5'4", 6', etc.
- **HAIR:** Color of hair
- **EYES:** Color of eyes

- **APPLICANT'S SIGNATURE:** Student signs with his usual signature
- **EXP. DATE:** Expiration date is one year from date the knowledge test is successfully passed
- **EXAMINER/INSTRUCTOR:** The instructor's name
- **STATION/SCHOOL:** The name of the school issuing the permit
- **DATE:** The date the permit is signed, which should be the same as the date of issue

**Note:** A student will only be considered as participating in the COTP while the course is being given. Once the TE03 Notice of Completion form and TE04 Student List reaches the driver exam station, any students unsuccessful on the knowledge test or incomplete students will be treated as students not participating. They will be required to present identification and proof of residency documents, pay the licensing fee, and follow standard procedures including the six-month permit holding period.

If the student loses the TELL, they must go to a driver exam station to obtain a replacement. They must present identification and a \$10 replacement fee may apply.

## **DISTRIBUTION OF PAPERWORK AFTER THE KNOWLEDGE TEST IS GIVEN**

**Deliver to the driver exam station within THREE working days:**

1. The TE03 Notice of Participation and TE04 Student List

The TE04 Student List must provide student's name, date of birth, and an "X" in the proper column for each student you certify as passing the knowledge test.

2. **All** driver license applications, successful and unsuccessful

**CONFIRM the driver license application has all sections properly filled out with required signatures, etc.**

**Note:** Driver examiners have access to the OPI's Traffic Education Data & Reporting System (TEDRS) allowing them to view and print submitted student lists (the TE03 and TE04 are combined).

## **OPTIONS TO ADMINISTER THE KNOWLEDGE TEST MORE THAN ONCE**

If you wish to give the knowledge test more than one time, you may do so up to a total of three times. You have two retesting options. Whichever option you choose below, it is imperative that **once you issue a Traffic Education Learner's License (TELL permit)**, you must update TEDRS and submit the student's applications, TE03, and TE04 to your local driver examiner **within three days**.

1. **Issue permits to students that passed;** update TEDRS and TE03/TE04; turn applications of those that passed into driver exam station within three days of issuing TELL.
  - a. When you give the test again, follow the same steps as outlined above. You may repeat this process one more time if there are still students that did not pass.
  - b. Once the test has been administered three times, submit **all** applications to the driver examiner within three days. TEDRS, TE03, and TE04 will need to be updated appropriately.
  - c. Students that did not pass the knowledge test will need to take the test at the driver exam station **PRIOR** to class completion or they forfeit any time applied to the six-month permit holding rule.



2. **Do not issue any permits to those that passed at this time;** you do not need to update TEDRS or complete TE03/TE04 or submit any applications to your examiner.
- a. Give the test again (with 1-2 days)
    - i. If all pass or you are not going to give the test a third time, issue TELL permits, update TEDRS and TE03/TE04; turn **all** applications into your local driver examiner within three days.
    - ii. If all did not pass and you want to give the test a third time, you may once again refrain from issuing any permits, or:
      - 1. You may issue permits to those that passed; update TEDRS and TE03/TE04; turn applications of those that passed into your local driver examiner within three days of issuing TELLs.
  - b. Once you have exhausted testing, issued TELL permits to those that passed, and updated TEDRS and TE03/TE04, submit **all** applications to the driver examiner within three days of issuing TELLs.
  - c. Students that did not pass the knowledge test will need to take the test at the driver exam station and obtain their TELL permit **PRIOR** to class completion or they forfeit any time applied to the six-month permit holding rule.

## **ADMINISTERING AND SCORING THE ROAD TEST**

To administer the road test, certain procedures must be followed. They are:

- Instructing the applicant
- Giving traffic directions
- Using the test form
- Scoring Standards for each maneuver

**NOTE: If the driver does not obey traffic laws or causes an accident during the test, they are automatically disqualified. No matter what point you're at, stop testing.**

### **INSTRUCTING THE APPLICANT**

Before beginning the road test, read these instructions to the driver. Repeat any part as necessary.

"During the road test, I will give you directions as we go along. I will always give directions for turns and so on as far in advance as possible."

"There will be no trick directions to get you to do something illegal or unsafe."

"As we go along, I will be making various marks on the test form. When you see this, it does not necessarily mean you have done anything wrong. Keep your concentration on your driving and remain focused at all times."

### **GIVING TRAFFIC DIRECTIONS**

When the driver is ready, get into the vehicle with the driver and begin giving directions for following the road test route.

Give directions clearly, well in advance of the maneuver, but not so early that it could cause confusion (e.g., telling them to turn at the next intersection when there is another intersection you would go through before the one you want them to use).

Ex: "At the first intersection, turn right."

Ex: "At the stop sign, turn left."

Directions can be combined.

Ex: "Immediately after you complete your right turn, you will have to turn left into that road over there."

Avoid using commercial signs or buildings as landmarks for directions (the applicant may not be familiar with the area).

Traffic signs may be used to give directions. Ex: "Turn right at the next stop sign."

Check the traffic and the driver's attention before giving directions.


Giving directions at standard locations is best, but you may have to give them earlier or later if the driver is busy attending to traffic.

No other elements should be scored (e.g., perpendicular parking, etc.).

## USING THE TEST FORM

There are four sections to scoring the road test:

1. Turns
2. Traffic Driving
3. Skill Test
4. General Driving Behavior

		<h1 style="margin: 0;">CDTP Test Results</h1>																																																					
P.O. Box 201430 Helena, MT 59620-1430 • Phone (406) 444-3933 • <a href="http://doj.mt.gov/driving">doj.mt.gov/driving</a>																																																							
Applicant Legal Name (please print):																																																							
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21-1800 (4/13)

The following pages describe the way to mark this form when scoring each item.

## SCORING THE TEST

- Use DOJ form 21-1800 to score the final drive. Submit 21-1800 with the TE03 Notice of Completion and TE04 only on students you want to certify for waiver.
- Do not mark an item if it is performed correctly.
- Mark UNSATISFACTORY maneuvers with a slash (/) in the box to the right of the corresponding function.
- Score an item at the predetermined location.

### 1 TURNS

The first column of boxes is for the first turn, second column for the second turn, etc.

Turns are scored by four steps: SIGNAL, SPEED, LANE, and WHEELS STRAIGHT. SCORING STANDARDS explains acceptable maneuvers.

### 2 TRAFFIC DRIVING

There will be adequate intersections on your route for each item in this section to be scored. An intersection with traffic lights can be scored as one with a stop sign, and vice-versa. Through or stop intersections can be scored in whatever order they occur.

### 3 SKILL TEST

The driver will park in a space to his right. Have the applicant drive past the parking space and back into it.

Instructions: Point out the parking space to the applicant, and say:

"Drive by the parking space and back into it. Try to get your vehicle completely into the space. When you are parked, let me know."

See the SCORING STANDARDS for an explanation of acceptable maneuvers.

### 4 GENERAL DRIVING BEHAVIOR

This section will cover driving behavior done at other than the predetermined locations on the route. If the driver makes an error that doesn't fit in this section, ignore it.

## COMPUTING THE APPLICANT'S SCORE

- Go over the form and check that everything is marked clearly and correctly.
- Carefully add up the number of marked boxes and write the total in the DRIVING TEST SCORE area.
- A score of 8 or under passes; 9 or more fails. Circle the appropriate one.
- Enter your initials in the examiner section.
- MAKE SURE APPLICANT'S NAME IS PRINTED ON THE FORM.
- MAKE SURE YOU, THE INSTRUCTOR, SIGN THE FORM.

## SCORING STANDARDS

### TURN

- **Signal**  
Driver activates signal 100 feet before turning (right for right turn, left for left turn). Indicator lights will flash - clicking noise heard.
- **Speed**  
Driver takes foot off accelerator; turn is taken at a safe speed.  
Brakes gradually, evenly, if necessary.
- **Lane**  
Driver is in appropriate lane for turn - for right turns, in right-most lane; for left turns, in left-most lane. Turns are not taken too wide or cut short.
- **Wheels straight**  
Wheels are straight ahead if a stop is necessary or if pausing for traffic.

### TRAFFIC DRIVING

- **Starting from curb-signal**  
Must signal before and while pulling into street.  
Use head check for existing traffic.
- **Stop sign or light**  
Vehicle must come to a full stop. Must not roll forward or backward.
- **Stop line**  
Vehicle is not:
  - Out in the intersection.
  - Not over the stop line.
  - Not past the stop sign or other marker.
- **Judgment of distance**  
Vehicle blends smoothly with other traffic.  
No hard (sharp) turns into traffic.
- **Judgment of intersection**  
Applicant uses head/body movements to left and right, eye contact with other drivers, pedestrians; uses mirrors.
- **Head check**  
Applicant uses head/body movements to the left and right, eye contact with other drivers, pedestrians; uses mirrors.
- **Correct lane**  
Keeps to center of lane - no wandering.

- **Attention (signs/signals)**  
Traffic signs and signals are observed at all times. (speed zones, one ways, yield or stop signs)
- **Stall motor**  
Applicant does not stall engine at any time during test.
- **Use of clutch**  
Always used clutch to shift.  
Did not over rev or lug engine.  
Did not coast with the clutch in.  
Did not ride the clutch to control speed.  
Did not 'snap' clutch.
- **Right of way, ped. veh**  
Yields to pedestrians and other traffic already at or in intersections.
- **Attention to driving**  
Notice if driver is observing the traffic environment ahead, on both sides (head/body movements to left and right, eye contact with other drivers and pedestrians), and to the rear (through the mirrors).
- **Shifting ability**  
No grinding or clashing of gears.  
Kept in gear, not over-revving or lugging engine.
- **Use of horn**  
Uses horn only for emergency situations - not to scare or freeze possible hazard.

## SKILL TEST

- **Backing**  
Driver uses mirrors and a head check to look before backing.  
Use of the turn signal is optional (not in law to use when parking).
- **Parallel parking**  
Vehicle is within 18 inches of the curb.  
None of the wheels went up on or over the curb entirely.  
Wheels are not turned toward the street.  
Vehicle is in park or parking brake is on.

## GENERAL DRIVING BEHAVIOR

### DO NOT mark if:

- **Used brakes properly (smooth braking, no riding or pumping)**  
Driver did not ride the brake.  
Brakes applied smoothly with steady pressure.  
No hard braking or pumping.
- **Proper steering (no over/under, one finger)**  
Driver kept both hands on the wheel.  
No palming of steering wheel.  
Didn't under or over correct steering.
- **Understood controls**  
Knows how to use turn signal indicator, dim headlights, etc.
- **General car control**  
Handled vehicle well and did not seem unable to control it at any time.
- **Attitude**  
Courteous to other drivers, pedestrians.  
Drove defensively during test.

### DO mark if:

- **Accident**  
Had physical contact with (bumped into) other vehicles, objects, pedestrians, animals, etc.
- **Committed dangerous act**  
Applicant failed to use head or mirror check when pulling away from the curb.  
At any time, other drivers, pedestrians, or applicant forced to take evasive actions.
- **Vehicle over sidewalk, lanes, stop lines**  
Vehicle went up on curb or sidewalk.  
Vehicle was not kept in correct lane.  
Encroached on traffic control pavement markings, stop lines, etc., when pedestrian was present.  
Examiner thrown to left, right, or forward.
- **Failed to obey all traffic signs, signals, and laws**  
Did not obey signs and signals.  
Incorrect speed, rolled through stops, or ignored traffic laws.  
(**Note:** Only mark if the applicant committed an obvious serious violation, or persistently ignored traffic laws. Do not mark if one or two minor inadvertent violations were made – those infractions should be marked in appropriate driving test section.)

## ***DISTRIBUTION OF PAPERWORK***

### **DELIVER TO DRIVER EXAM STATION:**

1. The TE03 Notice of Completion and TE04 Student List forms
2. The 21-1800 driving test forms for successful students you want certified for waiver. This form is sent in only if the student is waived from the road test.
3. A completed copy of form TE03 and TE04 showing proper verification signature and listing student's name, date of birth, course completed date, and indication that the MVD driving test is certified as waived. (The TE04 Student List is not valid unless accompanied by a signed TE03. Driver examiners cannot accept the TE04 without the TE03.)

### **KEEPING RECORDS**

Maintain records of knowledge test scores for five years, keeping on file a copy of the CERTIFICATION (TE03) and STUDENT LIST FORM (TE04) as well as the regular class role/grade books.

**Note:** Advise students who were not successful on the road test when you will have the paperwork (TE03 and TE04) at the driver exam station and when they may retest.



## QUICK REFERENCE GUIDE TO CDTP PROCEDURES

- Schools are invited by MVD/OPI to participate in CDTP
- School offers/conducts MVD/OPI-approved high school Traffic Education Course
- OPI-approved Traffic Education Instructor successfully completes CDTP Certification Training offered by MVD/OPI
- School Administrator/board signs an Intent to Participate
- Instructor signs an Affidavit and receives MVD/OPI Certification Card
- Instructor/school receives official certification from MVD
- Instructor/Supervisor picks up a supply of the following from their local driver exam station.  
**They must have the CDTP card in their possession to exhibit to the examiner.**
  - Driver License Application
  - TELL (Traffic Education Learner License) – can also be printed via the OPI's TEDRS
  - TE Restricted Instruction Permit
  - Driver License Knowledge Tests
  - Driver License Driving Tests
  - Driver License Manuals

**NOTE:** Call your local exam station to set up a time to pick up supplies.

- During the first part of the course:
  - Students are given their driver license applications (DLA) to complete and take home for notarized parent signature and return with certified copy of their birth certificate
  - Students return signed and notarized DLA and a copy of their birth certificate to the instructor
  - All students are screened for vision by CDTP instructor or school nurse
  - Instructor notes results on DLA
  - Instructor compares name on DLA and birth certificate
  - Instructor notes on the DLA that they have seen the certified birth certificate and then returns the birth certificate to the student to take home
  - Instructor to verify social security number; if no number, leave blank
- Instructor administers the written MVD Driver License Knowledge Test (DLKT) in a supervised setting
- Instructor collects and scores the DLKT
- Instructor writes score on DLA
- Instructor completes the Notice of Participation on the OPI Certification form (TE03, must be signed) and Student List Page (TE04) and, in addition, indicates with an "X" in the appropriate column those students who were successful and are to be certified to be waived from the requirement to take the MVD knowledge test at the driver exam station
- Instructor issues all students an appropriate license or permit:
  - TELL (if DLKT is successfully completed). Remember students must be at least 14½ years old to be issued a TELL.
  - TE (Restricted Instruction) Permit (if DLKT is not taken or successfully completed). Only available when participating in traffic education course.

- Instructor forwards the Notice of Participation on the Certification form and Student List and all driver license applications to the appropriate driver exam station within three days of permit issuance
- Instructor/School stores DLKT results for at least five years. Record test results.
- Students who do not initially pass the knowledge test must pass the knowledge test prior to the end of class or they will not receive credit toward the six-month permit-holding requirement
- Instructor conducts traffic education course and all other knowledge and road tests
- Instructor administers MVD road test to all students
- Instructor completes the Notice of Completion on the TE03 Certification and TE04 Student List and forwards to the appropriate driver exam station, along with the 21-1800 driving test form. A copy of both forms must be submitted to the OPI for reimbursement to the school. A copy should be kept in the school records. The road test results are kept for at least five years. If these forms are completed via the OPI's Traffic Education Data & Reporting System (TEDRS), they **do not** need to be mailed to the OPI.
- Students are then eligible, if 15 years of age or older, to pursue obtaining a Montana driver license (or they can be issued a learner license).
- Student goes to the local driver exam station
  - Student brings certified birth certificate and/or valid passport
  - Student provides social security number
  - Student provides proof of residency
  - Student takes the MVD vision test
  - Students who had the road test certified to be waived may still be chosen at random to take the MVD road test
  - Students who did not have any test certified to be waived must take the related MVD tests
  - Student pays the driver license fee
  - Student's license is processed with restriction "First year restricted GDL" and student is given temporary license

For more information on the OPI's Traffic Education Data & Reporting System (TEDRS), contact the Traffic Education Program at (406) 444-4432 or visit <http://www.opi.mt.gov/Programs/Drivered>.

## Obtaining a Snellen Eye Chart for Vision Screening

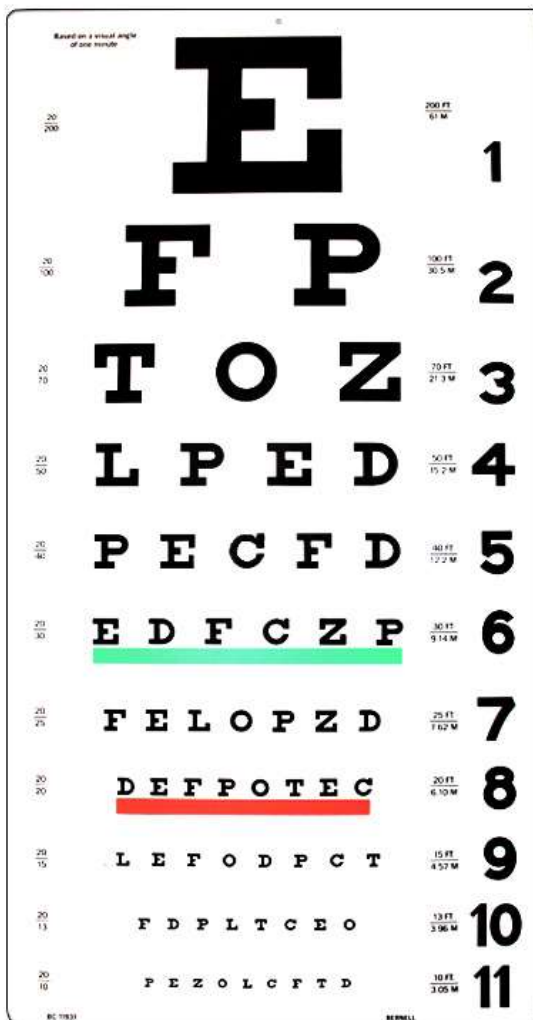
Note: all prices are wholesale (doctors, schools, hospitals, government)

\*\* Student must stand 20 feet back from chart when reading \*\*

**Bernell VTP**

[www.bernell.com](http://www.bernell.com)

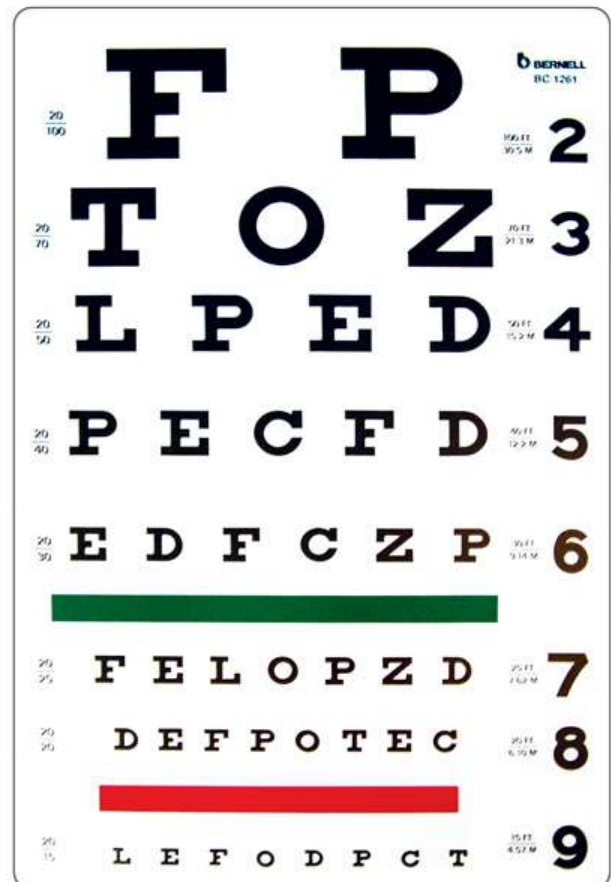
In US & Canada call 1-800-348-2225  
or call 574-259-2070



**Large Snellen "E" Test**  
**11" x 22 1/2"**

20/200 to 20/10

Product Number: BC11931  
**\$9.95**



**Snellen Test**  
**9" X 14" Translucent Plastic**  
May be used with illuminated  
test cabinets or as a wall chart

Red and green lines define  
20/30 and 20/20 vision

20/100 to 20/15

Product Number: BC1261  
**\$9.95**